

Turning Off the Auto Print Feature

- Login to AHLTA (formerly CHCS II)
- Open a patient appointment, please don't create test appointments to do this. Simply use an appointment that you would normally be working in today.
- Click on the *Options* button on the Patient ID Bar
- Verify that your signature block is correct (especially Line 2, this should be your title)
- Uncheck the *Auto-Print* button, the block should be blank
- Click on OK
- These steps will change your default settings and only need to be completed once.

1. Open AHLTA

2. Open a patient appointment

3. Click Options Button

6. Click OK

4. Verify that your signature block is correct

5. Uncheck Auto-Print, (should be blank)

